

# INFORMATION BULLETIN

## WORKFORCE INVESTMENT ACT

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TO: LOCAL WORKFORCE INVESTMENT AREAS  
CHIEF ELECTED OFFICIALS  
CALIFORNIA WORKFORCE INVESTMENT BOARD STAFF  
WID STAFF

SUBJECT: JTPA AND WIA PERFORMANCE REPORTING

The purpose of this information bulletin is to explain how performance will be calculated for the final year of the Job Training Partnership Act (JTPA) program and the first quarter of the Workforce Investment Act (WIA) program.

As in previous years, JTPA performance for Program Year (PY) 1999/2000 will be based on terminations reported to the State in the quarterly participant reports and the Individual Participant Data (IPD) for the quarter ending June 30, 2000. The fourth quarter reports are due to the State on July 25, 2000. As usual, Local Workforce Investment Areas (LWIA) may submit revisions to their fourth quarter reports up until August 20, 2000. The State will use the data reported by each area on or before August 20, 2000, to calculate JTPA performance outcomes for PY 99/00. The Adult and Welfare Follow-up core performance measures will be calculated based on the results of follow-up interviews conducted by the University of California at Berkeley's Survey Research Center with clients who were terminated from the program between April 1, 1999, and March 31, 2000. The Youth Positive Termination Rate and the Title III Entered Employment Rate performance measures will be calculated based on clients who terminated from the JTPA program between July 1, 1999, and June 30, 2000. Clients, who terminated from Title III, 40 percent Governor's Reserve Account projects will not be included in the calculation of JTPA PY 99/00 performance outcomes.

Prior to submitting fourth quarter reports to the State, LWIAs must identify any clients who will be continuing their program services under WIA. These clients must be transferred from JTPA to WIA in the local Job Training Automation (JTA) system by running the JTPA Participant Conversion program. Local Management Information System (MIS) staff should refer to the *JTPA Participant Conversion Reference Guide* for detailed instructions on using the conversion program. The guide was issued on June 23, 2000, in JTPA Information Bulletin B99-96, *JTPA Participant Conversion Reference Guide*. The JTA conversion process was included in the JTA System Version Release 4.02, issued on June 30, 2000. Release notes were issued in WIA Information Bulletin WIAB99-28, *JTA System Version 4.02 Release*. The final deadline for completing the local JTA conversion of all JTPA clients who will continue their services under WIA is August 20, 2000, before filing the revised year-end reports.

The Department of Labor (DOL) has advised the State to exclude clients from JTPA performance calculations who are carried over into WIA to continue their services. Performance for these clients will be measured when they exit from the WIA program. These clients will be identified by a term code 77 in the JTA system once the JTPA Participant Conversion program has been executed in each LWIA. The exclusion of these clients from performance calculations will require modifications to the automated performance programs in the JTA system. Due to the amount of programming that would be required to modify performance processing in local JTA systems, the required programming changes will only be made to the State JTA system. Local JTA systems will **not** be modified to exclude clients identified by a term code 77 from performance calculations. Because local JTA systems will treat the term code 77 as a negative termination, final JTPA performance outcomes calculated locally will appear to be lower than they actually are.

Performance results for each LWIA will be reported to DOL in the Performance Status Summary report that is due on September 30, 2000. The State will provide LWIAs with their final JTPA performance outcomes in early October 2000. Incentives and sanctions will not be applied to LWIAs that exceed or fail overall JTPA performance standards in PY 99/00.

Under WIA, the State is required to use wage information from the Unemployment Insurance database (i.e., the base wage file or BWF) to calculate performance outcomes. The first year of WIA performance will include clients who terminated from JTPA programs from October 1, 1999, to June 30, 2000, and clients who exit the WIA program from July 1 to September 30, 2000. Unlike JTPA, WIA performance measurement will include JTPA terminees from the Title III, 40 percent Governor's Reserve Account projects.

The first WIA quarterly report is due to DOL on November 14, 2000. The LWIAs will submit their first quarterly WIA participant report to the State by October 20, 2000, for the quarter ending September 30, 2000. Further guidance on the quarterly reporting process will be issued prior to this reporting deadline. This first report to DOL will contain details on WIA participants and exiters and will include performance outcomes for the entered employment rate measure for clients who terminated from the JTPA program between October 1 and December 31, 1999. Due to the reporting lag in the BWF, wage information will only be available for these clients in the first quarter after their termination from the JTPA program. The State will use previously submitted data to obtain the social security numbers (SSN) for this client group. The SSNs will be matched against the BWF to obtain the total earnings for each client in the January-March 2000 quarter. Clients with earnings found in this quarter will be included in the DOL formula used to calculate the entered employment rate for Adults, Dislocated Workers, and Older Youth. The performance outcomes for these client groups will be reported to DOL and provided to the LWIAs in November 2000.

Please ensure that your MIS and reporting staff is aware of the information contained in this information bulletin. Questions concerning JTPA and/or WIA performance may be directed to Cindy Hobart, Performance Management Unit, at (916) 654-8285. All other questions should be directed to your assigned program manager.

/S/ BILL BURKE  
Chief